



GUAM NATIONAL GUARD - HUMAN RESOURCES OFFICE  
TECHNICIAN VACANCY ANNOUNCEMENT

**VACANCY ANNOUNCEMENT #**

TVA 13-018

**OPEN PERIOD:**

02/13/2013 – UNTIL HIRED

**JOB TITLE:**

Training Instructor

**PAY GRADE AND SERIES:**

GS-1712-9

**PAY RANGE POTENTIAL:**

\$47,448 – 61,678 + COLA

**POSITION LOCATION:**

University of Guam, Reserve Officer  
Training Corp  
Mangilao, Guam

**APPOINTMENT TYPE:** TEMPORARY W/ DUAL STATUS

**PROJECTED APPOINTMENT DATE:** TBD

**AREA OF CONSIDERATION:** Open to current members of the Guam Army National Guard

**PDCN #:**

D1917000

**MILITARY GRADE:** Enlisted, E7 to E9

**SECURITY CLEARANCE:**

SECRET

**COMPATIBLE AFSC:** N/A

**SUMMARY OF DUTIES:** This position is located in a University or satellite location providing the Army Reserve Officer Training Corp (ROTC) program. The primary purpose of this position is to instruct Army ROTC courses to Cadets and to serve as a member of the faculty for the University. The incumbent provides Army National Guard experience and expertise to the University's Department of Military Science.

**SPECIAL PLACEMENT AND POSITION FACTORS:**

Payment of Permanent Change of Station (PCS): Not Authorized.

Subject to Night and/or Rotating Shifts: No

Position Requires Travel: Some, 1 to 5 days

**Military Attributes: Yes**

Applicants will be screened and evaluated on military attributes directly related to the compatible military position required for appointment. Areas include military bearing and appearance, leadership, teamwork, military environment and fitness, awards and decorations. These areas will be evaluated as it relates to the whole person concept. Final selection will be based on qualification, military attributes, and suitability and the best qualified individual for appointment to the federal government.

National Guard service may be credited as full-time experience when evaluated against the qualification requirements for a military technician position. Experience must be directly related to the position and must be described in the work experience section of the application. The level of experience will be determined by the actual duties and responsibilities performed.

**MANDATORY CONDITIONS OF EMPLOYMENT:**

Must qualify for appropriate level of security clearance for the position.

Must maintain a compatible military unit of assignment and grade.

Must wear appropriate military uniform and adhere to required grooming standards.

Must undergo Military records prescreening. Unfavorable actions or Military flagging actions may result in disqualification from employment consideration.

Acceptance of a Federal Excepted technician position may cause termination from the Selected Reserve Incentive Program (BONUS).

**JOB RELATED QUALIFICATIONS and EVALUATION:** Applicant must clearly identify minimum requirements, specialized job related experience and number of months. Include your civilian and military experience in separate experience blocks to include duty codes, pay grades and description of major duty assignments. If your resume does not include a narrative description of how you meet the GENERAL and SPECIALIZED experiences, you may lose consideration for this position.

**GENERAL:** Experience in a trade, craft, occupation or subject appropriate to the position to be filled; experience using computer and automation systems.

**Training Instructor, GS-1712-9, Specialized:** Must have at least 24 months experience, education or training which included administrative duties concerned with general office administration; experience organizing and developing clear and meaningful written communications such as reports, studies and the ability to present ideas orally in a clear and convincing manner; experience establishing and maintaining effective working relationships with individuals and institutions having different interests; experience developing training course work or providing instruction in a training environment; experience coordinating and acquiring materials.

HOW TO APPLY:

1. Read entire announcement and follow ALL guidance/directions. If you have ANY questions, please call the HRO office.
2. Attach any required documents (see Required Documents below).
3. Submit application package to the Guam National Guard – HRO Office. No binders or bound documents please.

REQUIRED DOCUMENTS ( **Technician** Application Packet):

- Current Resume. Please only list experience related to the position you are applying for. IT IS CRITICAL THAT YOU LIST THE TO AND FROM DATES (MM/YY) OF YOUR EXPERIENCE.  
\*\*Note: Complete and accurate data is essential to ensure fair evaluation of candidates. It is the applicant's responsibility to ensure the data is provided, accurate, and complete. Only the work experience and qualifications/education you show on the Resume can be used to evaluate your qualifications for this position. (mandatory)
- OF 306 Declaration for Federal Appointment **(mandatory)**
- SF 144 Statement of Prior Federal Employ **(mandatory)**
- SF 181, Ethnicity and Race Identification Form (optional)
- Personnel Qualification Report/Record for Individual Performance (PQR/RIP)
- Transcripts, if applicable
- Miscellaneous Items ( i.e., Flight Records, Bar Certification, IT Certificates, Driver Weight Class), if applicable
- SF-50/DD214-Member copy (Current or Former Competitive Employees, VEOA Eligible), if applicable

**ALL APPLICATIONS MUST BE SUBMITTED BY CLOSE OF BUSINESS ON THE CLOSING DATE INDICATED ON THE JOB ANNOUNCEMENT.**

**Guam National Guard - Joint Force Headquarters  
Human Resources Office  
430 Army Drive, Building 300, Room 113  
Barrigada, Guam 96913-4421  
(671) 735-0412/0464**

**VETERANS PREFERENCE DOES NOT APPLY -- SELECTIVE SERVICE REGISTRATION REQUIRED  
THE GUAM NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER**